

GL-PCR Reclassification

Purpose

Use this procedure to move transactions to different segment value(s), other than Root, on payroll entries when there is a known amount to move. The reclassification is completed by adding the proper chart value(s) and accounting period(s) with a known HUID.

Trigger

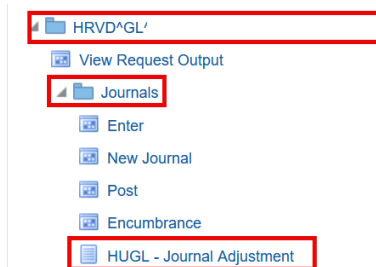
- A specific amount of an employee’s salary need to be moved
- A specific amount plus the fringe amount of an employee’s salary and fringe need to be moved

Prerequisite

- Preparer **MUST** have access to salaries in GL-PCR in order to use the reclassification

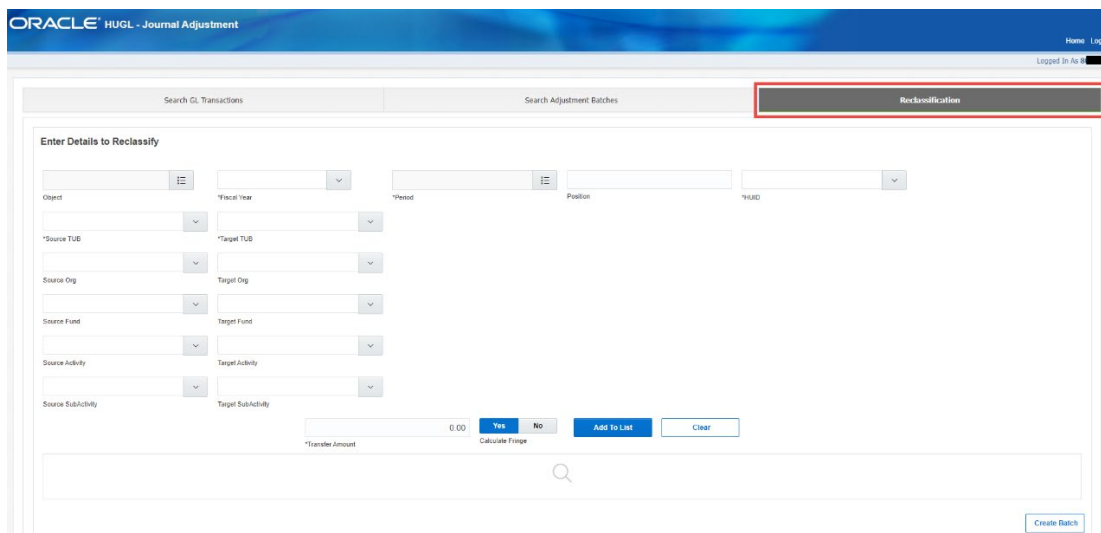
Procedure

1. Log on to Oracle Financials.
Select a General Ledger responsibility HRVD^GL^... > Journals > **HUGL – Journal Adjustment**



i When moving a federal award expense, it is **MANDATORY** to follow the Cost Transfer Policy

2. When the HUGL Journal Adjustment page appears, select the **Reclassification** tab



3. Mandatory fields are noted by an asterisk*

- Fiscal Year
- Period
- HUID
 - Multiple users can be added to the list by querying one at a time
- Source Tub / Target Tub
 - Source Tub and Target Tub must be in the same “Tub Owned” group
- Transfer Amount

i Multiple values can be chosen in a field

4. At least one set of the Source / Target segment values are required

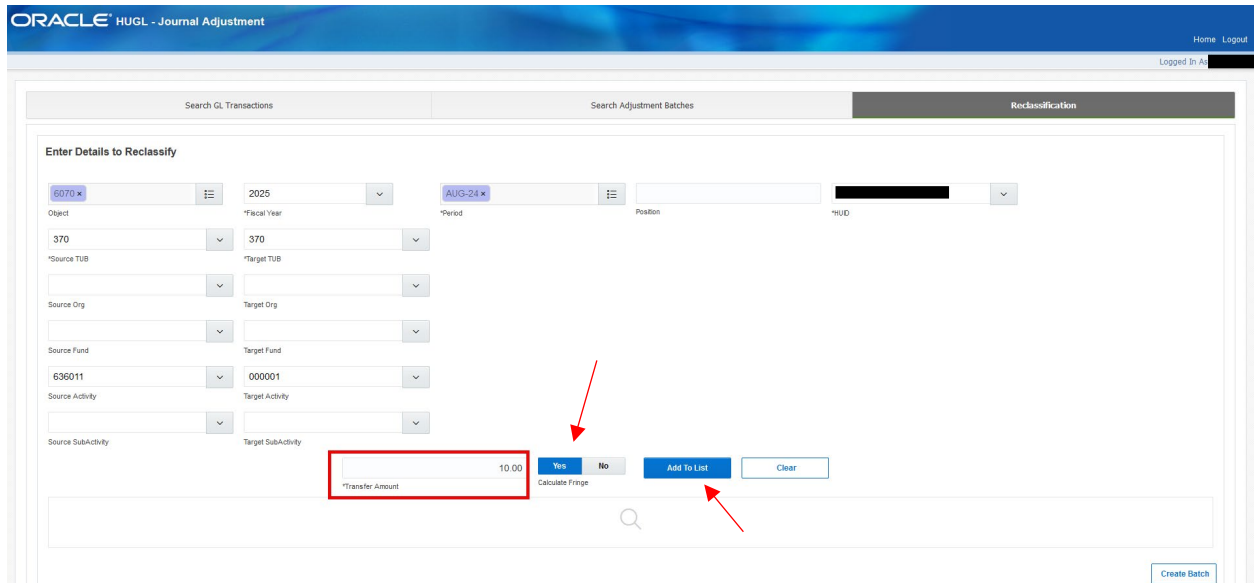
- Source Org / Target Org
- Source Fund / Target Fund
- Source Activity / Target Activity
 - Source SubActivity / Target SubActivity (only can be used in conjunction with Activity)

i The Source Fund is where the transaction is originally located, and the Target Fund is where the new transfer amount will be relocated

5. Transfer Amount is located near the bottom, shown below in a red box.

The Transfer Amount does not include fringe. The Calculate Fringe toggle button defaults to Yes

- Fringe is always calculated inside GL-PCR, it does not use the nightly Oracle allocation
- Fringe will be an added amount to the Transfer Amount that is not visibly shown in this process
- To not move Fringe, set the Calculate Fringe toggle the button to No



6. When all of the fields are as desired, select **Add To List**

- This will create a line at the bottom of the screen

- The line can be edited using the pencil icon under the Edit column
- The line can be deleted using the trash can in the Delete column.

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23		[REDACTED]	000000	000001	100.00	N	

- To create more than one line, fill out the data points again and select **Add to List** button
 - Keep in mind that the system will run faster with less lines
 - The maximum recommended number of lines is 10
- Example resulting screen below for two lines added and Calculate Fringe column value = Y:

The screenshot shows the Oracle Financials GL-PCR Reclassification interface. The 'Enter Details to Reclassify' form is filled out with the following values:

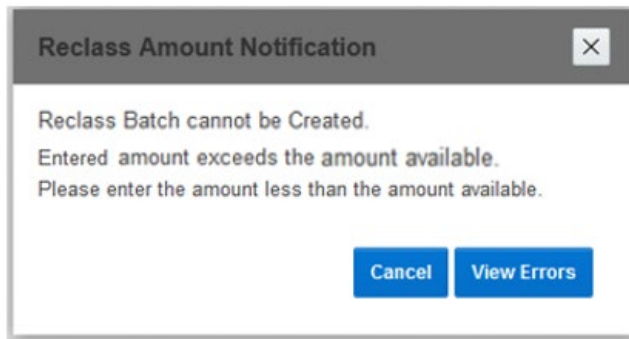
- Object: 6050
- Fiscal Year: 2025
- Period: AUG-24
- Position: [REDACTED]
- Source Tub: 370
- Target Tub: 370
- Source Fund: 630768
- Target Fund: 001002
- Source Activity: [REDACTED]
- Target Activity: [REDACTED]
- Source SubActivity: [REDACTED]
- Target SubActivity: [REDACTED]
- Transfer Amount: 10.00
- Calculate Fringe: Yes

The table below shows two lines added:

Edit	Object	Fiscal Year	Period	Position	Employee Number	Tub From	Tub To	Source Org	Target Org	Source Fund	Target Fund	Source Activity	Target Activity	Source Sub Activity	Target Sub Activity	Calculate Fringe	Amount	Delete	
	6652	2025	AUG-24		[REDACTED]	370	370					630758	000001				Y	10.00	
	6650	2025	AUG-24		[REDACTED]	370	370					630758	001002				Y	10.00	

7. When the batch is as desired, select **Create Batch**. The system will then create the GL-PCR batch. *Note, there may be a slight delay while this occurs since checks are being performed.*

- If the Transfer Amount is exceeded, a notification pop up will appear:



- Select **View Errors** to see the line(s) in error.
 - The Validation Report will show the Amount Entered and the Amount Available

Reclass Amount Validation Report

Actions	HUID	Source Tub	Source Org	Object	Source Fund	Source Activity	Source Subactivity	Position Number	Period	Amount Entered	Amount Available
	7	430				657009			MAR-24	300.00	0.00

1 - 1 Close

- Review the **Amount Entered** and the **Amount Available** then click close
- Make the proper edits on the selection screen then click **Create Batch** again.

8. If no error is found, the summary batch lines are shown.

- Users should review all data on the screen, especially Transfer and Fringe Amounts.
- At this point, the user can choose to:
 - Save Batch
 - When clicking **Save Batch**, the detail lines appear in the GL-Adjustment page
 - Allows other users to review and adjust the batch if needed before choosing to
 - Submit Batch
 - When clicking **Submit Batch**, the batch is immediately processed
 - Allows user to see the batch fully submitted in the GL-PCR tool

ORACLE HUGL - Journal Adjustment Home Logout

Logged In As

Total Amount: 50.00 Total Transfer Amount: 50.00

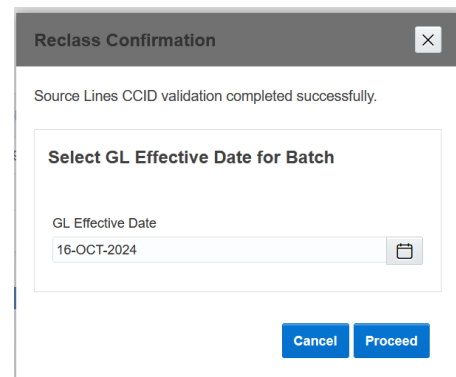
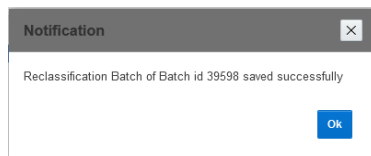
Q Go Actions << Back To Search Save Batch Submit Batch

Line Number	Object	Fiscal Year	Period	Position	Employee Number	Amount Available	Source Tub	Target Tub	Source Org	Target Org	Source Fund	Target Fund	Source Activity	Target Activity	Source Subactivity	Target Subactivity	Transfer Amount	Retention Amount	Uniquekeyfield
1	6050	2025	AUG-24	P0011215		2,038.05	125	125	04063	00116	431502	000001	511506	000001	0000	0000	50.00	1,988.05	7405029-240-4
						2,038.05											50.00		

1 - 1

9. For either choice (Save or Submit Batch), three pop-ups will appear:

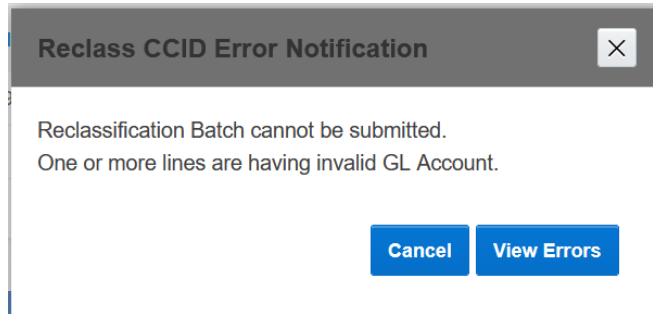
- Are you sure you want to do the Reclassification? No / Yes
- Select the GL Effective Date for the Batch > Proceed
 - Date must be in an open accounting period
- The Batch ID number will appear in a new notification (The screen shot is for a saved batch)



- Click Ok

10. For **Submit Batch**, if an account coding is invalid, an error notification will appear:

- i** For **Save Batch**, account coding is checked at submission.



- Select **View Errors** to see the invalid code combination(s) in the Validation Report

11. The GL-PCR **Harvard – GL Adjustment** page will appear

- For a saved batch, the GL Adjustment page shows as allowing the batch to be modified/reviewed before validating and submitting
- For a submitted batch, the GL Adjustment page shows as no modification allowed

- At this point, the batch is a regular GL-PCR batch.
- The Batch ID number in the upper left hand side.
- The preparer of the adjustment should *manually* notify the reviewer at this point. The reviewer would submit the batch when ready.

Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.